

**Accredited Standards Committee
NCITS, National Committee on
Information Technology Standards*
NCITS/L3, Audio/Picture Coding**

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**Reply to:
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**To: NCITS/L3 Members
From: Chair, NCITS/L3
Subject: Draft Agenda # 33 NCITS/L3 - Audio/Picture Coding
2001-09-14 Hilton Head Island, South Carolina
Purpose: Information**

Attached:

Draft Agenda for referenced meeting

DRAFT AGENDA
NCITS/L3 Meeting # 33
8:00 AM - 3:00 PM
Friday, January 25, 2002
Hilton Head Island, South Carolina

1. **Administrative**
 - 1.1. **Call to Order/Welcome/Logistics** M. Rubinfeld
 - 1.2. **Appointment of Recording Secretary** M. Rubinfeld
 - 1.3. **Appointment of Parliamentarian** M. Rubinfeld
 - 1.4. **Chairman's Remarks – Annual Report & Awards** M. Rubinfeld
2. **Membership and Attendance**
 - 2.1. **Introduction of Attendees and New Members** A. Tescher
 - 2.2. **Roll Call of Members in Jeopardy Due to Failure to Attend Meetings**
 - 2.3. **Roll Call of Members in Jeopardy Due to Failure to Return Ballots**
3. **Membership Report**
 - 3.1. **Quorum Determination** M. Rubinfeld
4. **Approval of Draft Agenda (Ref.: NCITS/L3002-xx)**
5. **Meeting Planner – Karen Andersen** Preferred, Inc.
 - 5.1. **Future meeting requirements**
 - 5.2. **Meeting Fee Evaluation** M. Rubinfeld
 - 5.3. **Future Meetings – NCITS/L3** Preferred, Inc.
 - 5.3.1. **Meeting #34 2002-04-22/26 – Sheraton San Marcos, Chandler, AZ**
 - 5.3.2. **Meeting #35 2002-09-023/27– Vermont**
 - 5.3.3. **Meeting #36 2003-01 – St. Augustine, FL**
 - 5.3.4. **Meeting #37 2003-04 – Chicago or Rapid City, SD**
 - 5.3.5. **Meeting #38 2003-09 – Chapel Hill, SC or Ashville, NC**
 - 5.3.6. **Meeting #39 2004-01 - West**
 - 5.3.7. **Meeting #40 2004-04 – Las Vegas, Nevada**
6. **Treasurer's Report** M. McGinty
7. **Approval of Past Meeting Reports** M. Rubinfeld
 - 7.1. **Meeting #32, 2001-09-10/14, Portland, Oregon (L3001-00xx.DOC)**
8. **Reports**
 - 8.1. **NCITS/L3.2 - SC 29/WG 1** B. Brower
 - 8.2. **NCITS/L3.1 - SC 29/WG 11** P. Schirling
 - 8.3. **NCITS/L3 - SC 29** A. Tescher
9. **Review and Approval of Resolutions** M. Rubinfeld
10. **Review and Approval of Delegation Rosters and HoDs** A. Tescher
11. **Old Business**
- 11.1. **Projector use guidance document** M. Rubinfeld
12. **New Business** M. Rubinfeld
 - 12.1. **L3 to Host SC29/WG11 Meeting in May, 2002**
 - 12.1.1. **Call for donations**
 - 12.1.2. **Projector volunteers**
 - 12.1.3. **Social Night Suggestions**
13. **Review of Action Items** Recording Secretary
14. **Roll Call** M. Rubinfeld
15. **Adjournment**